

## Scheme for grant applications to the U.S. Mission in Poland

Please send it to: [grantsPoland@state.gov](mailto:grantsPoland@state.gov)

Application date:

### Grant Applicant

Name of the organization in English and in Polish

Address, phone, e-mail, website address, DUNS, NCAGE numbers, SAM confirmation;

Names and titles of the project coordinator(s), the organization's director/president (please attach resumes).

### Background on the organization

A. When was your organization formed? What are your organization's main goals? What is your organization's legal status?

B. Who primarily benefits from your organization's activities?

C. How many full-time, part-time and volunteer staff members do you have?

D. Briefly describe your organization's present activities and/or programs

E. Please list any previous U.S. Government funding (amount, year of grant, and name of the grant-giving institution, such as USAID).

### Project Description and Justification

1. Title of the project

2. Project dates and locations

3. Describe the project activities that will be undertaken

4. Who are the beneficiaries of the project and how they will be selected (number of people, participants' background)? What will be the estimated cost per participant?

5. What short and long-term goals will the project achieve? What will be the sustained impact of this project, and will it be continued after the grant's expiration?

6. Project justification. Why is this project necessary now? What problem(s) will the project address? Why should the U.S. government support this project?

6. Timeline of project activities

7. Other sources of support for this project (including in-kind contributions)

8. Other organizations you applied to with the same project and status of your application

9. Amount requested (in US Dollars)

### Project Budget

Please use the following pattern when preparing your budget:

Item	Unit	Number of Units	Unit cost	Sub-total	Financial sources		
					Embassy	Your share	Other sponsors

Note:

-Organizations applying for assistance awards must obtain a Dun & Bradstreet (D&B) **DUNS** number prior to being eligible to receive an award:

<http://www.dnb.com.pl/ODNB.aspx?id=DUNS>

Obtaining a DUNS number in support of submitting a grant proposal to the USG is to be at no cost to the applicant. Any additional services offered during the registration process are not necessary and the applicant is under no obligation to sign up for them.

-NATO Commercial and Governmental Entity (**NCAGE**) Code must be assigned to applicant organization. Applicants need to go to the following web address and request an NCAGE code: [http://www.dlis.dla.mil/Forms/Form\\_AC135.asp](http://www.dlis.dla.mil/Forms/Form_AC135.asp).

-All applicants must also be registered in System for Award Management (**SAM**) prior to receiving an award from the State Department: [www.sam.gov](http://www.sam.gov)